

## ***NU Ideas style sheet***

This document describes format and style for manuscripts submitted to *NU Ideas*. Only manuscripts written by affiliates of Nagoya University (graduate students, researchers, or faculty) will be published; co-authors are welcome as long as at least one author is affiliated with Nagoya University. *NU Ideas* accepts manuscripts in four categories: academic research papers, reviews, reports on academic works in progress, or papers for special themes. Please indicate the category of your manuscript when submitting.

### **1. General guidelines**

Manuscripts in all categories should follow these general guidelines. Submissions must be sent electronically, and should be in either Microsoft Office 1993-2003 (DOC), OpenOffice.org Writer (ODT), or Adobe Portable Document (PDF) format. For papers written in TeX, please send a PDF file for initial review. If your paper is accepted for publication, you will be asked to send the original TeX files.

All pages after the first page should feature a header with a running title – a short form of the article's title no more than one line long – on the left and the page number on the right. Pages should be numbered consecutively using Arabic numerals (1, 2, 3, etc.). There should be no header on the first page.

Every paragraph should be indented 1.25cm. Please use Times New Roman 12 point font, single spaced and justified. Page margins should be 2.5cm on all sides.

If you use fonts other than Times New Roman, Courier, or Arial, you should send a PDF version of your manuscript in addition to the DOC or ODT version to ensure that all fonts are reproduced correctly.

Headings should be in 12 point font, bold face, flush to the left margin. Label level one headings with Arabic numerals and level two or higher headings (sub headings and sub-sub headings) with Arabic numerals and decimal points (e.g. 1, 2, 2.1, 2.1.1, 2.1.2, 2.2, 3). If you use subheadings, please include at least two. That is, if you are dividing a section into sub (or sub-sub headings), you should end up with at least two notable sub-sections to justify the choice to make the division.

If you use footnotes, include them at the bottom of the page, not in an end notes section.<sup>1</sup>

### **2. Academic research papers**

Academic research papers on completed academic work in any field are welcome. Suggested length is between 2000 and 8000 words, with an abstract of no more than 250 words. At least one co-author must be affiliated with Nagoya University as a graduate student, research fellow, or faculty member.

When submitting academic research papers, provide contact details (name, email address, and telephone number if available) of two potential reviewers for the manuscript. These should be researchers, faculty, or graduate students who will understand and be able to provide an objective review of the manuscript. Suggested peer reviewers should not have contributed directly to the project described in the manuscript, but may be colleagues in the same department or faculty, including the major professors or advisers of graduate-student authors. Reviewers may remain anonymous.

The first page of the manuscript should include the title centered at the top of the page in 16 point font, bold face. Below the title give the name of the author or authors, also centered, given

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<sup>1</sup> Notes should appear at the bottom of pages, rather than at the end of the document.

name first and family name last in 14 point font. Below each author's name include university affiliation (usually “Nagoya University”) in 12 point font, italic.

Begin the abstract below the title, author's name and affiliation. Abstracts should be block indented 1.25cm from both the left and right margin. The abstract must clearly describe the manuscript's central thesis and give an overview of the major arguments or findings of the work.

Provide clear references to all works quoted, summarized, or otherwise referred to in the manuscript. Formatting of references is based on the *Chicago Manual of Style* 16<sup>th</sup> edition. Academic research papers may use either the Author-Date style or the Note-Bibliography style, but must be consistent in that choice. Follow the style that is more commonly used in your field (generally Author-Date for natural or social sciences and Note-Bibliography for arts and humanities). If neither style is clearly preferred in your field, or in the case of interdisciplinary papers, follow the Author-Date style.

## 2.1. Author-Date style

Chicago's Author-Date style uses parenthesis to identify sources within the text. Each published source indicated within the text must also appear in a list of references at the end of the manuscript. A parenthetical citation includes the author's last name, the date the material was published, and the page number on which quoted or paraphrased material appears when applicable. If the author's name is included in the text, it does not need to be repeated in the parenthesis. Parenthesis should usually follow the quoted or paraphrased material, but when an author's name appears in the text the date should follow immediately. Place the parenthetical citation before final punctuation whenever possible. Note the following examples.

“Inspection functions ceaselessly. The gaze is alert everywhere” (Foucault 1979, 195).

Foucault (1979) argues that the egalitarian judicial system relies on “tiny, everyday, physical mechanisms, by all those systems of micro-power that are essentially non-egalitarian and asymmetrical that we call the disciplines” (222).

For works with two or three authors, list each author's last name. For works with four or more authors, use only the first author's name followed by the abbreviation “et al.”

“Ninety percent of patients with painful osseous metastases experience some relief of pain and 54% eventually obtain complete relief when they receive palliative radiotherapy” (Tong, Gillick, and Hendrickson 1982, 897).

“[T]hird-generation chemotherapy regimens in patients with non–small-cell lung cancer who have a good performance status can moderately improve survival at one and two years” (Schiller et al. 2002, 96).

Quotations of five or more lines should use block quotation, indented 1.25cm from both the left and right margin with no quotation marks. Citation for block quotation begins after the final punctuation of the quoted material.

We know that every age has its own problems, which the following age either solves or casts aside as profitless and replaces by new ones. If we would obtain an idea of the probable development of mathematical knowledge in the immediate future, we must let the unsettled questions pass before our minds and look over the problems which the science of today sets and whose solution we expect from the future. (Hilbert 1902, 438)

The reference section should immediately follow the last section of the main text. Leave two blank lines after the last line of text. Include the word “References” centered on the page. Leave an additional two blank lines between this heading and the first item in the reference list. One blank line should be included between items in the list. Make the first line of references flush with the left margin, and indent all other lines 1.25cm.

All published items cited in the text must be included in the reference list, and all items in the reference list must appear in the text. Personal communications or unpublished material such as interviews should not be included in the reference list, but should be mentioned in the text. References should be arranged in alphabetic order by the first letter of the first word (name) in the reference.

References should include the names of all authors (when known) in the order they appear in the source. If the author's name is unknown, begin with the title. Use the following format for citing books, articles, and electronic journal articles or other web sources. Note that DOI (digital object identifier) is preferred for electronic sources, but URL may be used if no DOI is available. For electronic sources, access date is not necessary if the date of publication is available. If publication date is unknown, however, include the access date.

### References

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Last\_name, First\_name. Year. “Article Title.” *Journal Title*. Vol., no.: pages.

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Last\_name, First\_name. Year. “Thesis title.” PhD thesis, University Name.

Foucault, Michel. 1979. *Discipline and Punish: The Birth of the Prison*. New York: Vintage Books.

Hilbert, David. 1902. “Mathematical Problems.” *Bulletin of the American Mathematical Society* 8: 437-479.

Schiller, Joan H., David Harrington, Chandra P. Belani, Corey Langer, Alan Sandler, James Krook, Junming Zhu, and David H. Johnson. 2002. “Comparison of Four Chemotherapy Regimens for Advanced Non-Small-Cell Lung Cancer.” *New England Journal of Medicine* 346, no. 2: 92-98.

Tong, Daphne, Laurence Gillick, and Frank R. Hendrickson. 1982. “The Palliation of Symptomatic Osseous Metastases: Final Results of the Study by the Radiation Therapy Oncology Group.” *Cancer* 50: 893-899. doi: 10.1002/1097-0142

## 2.2. Note-Bibliography style

Chicago's Notes and Bibliography style uses footnotes to identify sources cited in the text. Each published source indicated within the text must also appear in a list of references at the end of the manuscript. Notice that *NU Ideas* uses footnotes rather than end notes. Footnotes should be numbered consecutively throughout the entire manuscript.

A footnote consists of a superscript number after the final mark of punctuation at the end of the sentence being referenced. Both Microsoft Office and OpenOffice.org have functions to insert,

format, and number footnotes. Footnotes should use the same font as the body text (Times New Roman), but 10 point rather than 12 point size.

The first time a book, article, or other material is referenced the footnote should include all relevant information about the source: the author's full name, the title of the work, the journal title and volume (if applicable), and the page number on which the cited material appears (if applicable). If the same source is cited later in the text, use a shortened note including only the author's surname (last name), the source title, and page number (if applicable). If you cite the same source two or more times in a row, the note should say "Ibid.", which is Latin for "in the same place". Include a page number if you are quoting from a different page in the same source.

The general format for citation footnotes is as follows. Remember that subsequent notes of the same reference will be shortened.

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|---|
| <p><sup>1</sup> Last_name, First_name. <i>Title of Book</i>. (Location: Publisher, Year), page.</p> <p><sup>2</sup> Last_name, First_name. "Article Title," <i>Journal Title</i> Vol., no. (Year): page.</p> <p><sup>3</sup> Last_name, First_name and First_name Last_name. "Article Title," <i>Journal Title</i> Vol. (Year): pages. doi:doi_identifier</p> |
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Quotations of five or more lines should use block quotation, indented 1.25cm from both the left and right margin with no quotation marks.

<p>We know that every age has its own problems, which the following age either solves or casts aside as profitless and replaces by new ones. If we would obtain an idea of the probable development of mathematical knowledge in the immediate future, we must let the unsettled questions pass before our minds and look over the problems which the science of today sets and whose solution we expect from the future.<sup>1</sup></p>
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All published items cited in the text must be included in the bibliography, and all items in the bibliography must appear in the text. Unpublished sources, such as personal communications or unpublished interviews, should be cited with a footnote but not included in the bibliography. Items in the bibliography should be arranged in alphabetic order by the first letter of the first word (name) in the reference.

References should include the names of all authors (when known) in the order they appear in the source. If the author's name is unknown, begin with the title. Use the following format for citing books, articles, and electronic journal articles or other web sources in the bibliography. Note that DOI (digital object identifier) is preferred for electronic sources, but URL may be used if no DOI is available. For electronic sources, access date is not necessary if the date of publication is available. If publication date is unknown, however, include the access date.

<h3 style="text-align: center;">Bibliography</h3>
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<p>Last_name, First_name. <i>Book Title</i>. Location: Publisher, Year.</p>
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<p>Last_name, First_name. "Article Title." <i>Journal Title</i>. Vol., no. (Year): pages.</p>
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<p>Last_name, First_name. "Thesis title." PhD thesis, University Name, Year.</p>
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Foucault, Michel. *Discipline and Punish: The Birth of the Prison*. New York: Vintage Books, 1979.

Hilbert, David. "Mathematical Problems." *Bulletin of the American Mathematical Society* 8 (1902): 437-479.

Schiller, Joan H., David Harrington, Chandra P. Belani, Corey Langer, Alan Sandler, James Krook, Junming Zhu, and David H. Johnson. "Comparison of Four Chemotherapy Regimens for Advanced Non-Small-Cell Lung Cancer." *New England Journal of Medicine* 346, no. 2 (2002): 92-98.

Tong, Daphne, Laurence Gillick, and Frank R. Hendrickson. "The Palliation of Symptomatic Osseous Metastases: Final Results of the Study by the Radiation Therapy Oncology Group." *Cancer* 50 (1982): 893-899, doi: 10.1002/1097-0142

### 3. Reviews

*NU Ideas* publishes reviews of books, software, publicly available research technology, exhibits, or documentary films, particularly those that are academic in nature. Preference is given to reviews of books or other works that have been published or made publicly available within the past three years, but reviews of older works may be published at the discretion of the editorial board if space allows.

Reviews should provide a balanced critical assessment, including description as well as evaluation and critique of the book or other material reviewed. Bear in mind that *NU Ideas* is an interdisciplinary journal with a broad readership. Criticism should be understandable by well-educated readers who are not specialists in the author's field.

The text of reviews should not exceed 1000 words. References may be included where necessary, but should be kept to a minimum, generally no more than ten. Reviews should not include an abstract.

When reviewing books, begin with a complete citation including authors' names, the complete title, location and name of publisher, year of publication, and ISBN. When reviewing other material, provide the authors' or creators' names as well as sufficient information to allow readers to locate the material.

Reviews generally should not include subheadings. If references are included, they may be formatted in either Author-Date or Note-Bibliography style; see sections 2.1 and 2.2 above for details.

### 4. Reports on work in progress

*NU Ideas* publishes research reports on projects currently under way at Nagoya University. Preference is given to works that the editorial board and reviewers regard as academically sound and likely to make a contribution to the author's field or related academic fields.

Bear in mind that *NU Ideas* is an interdisciplinary journal with a broad readership. Reports should be understandable by well-educated readers who are not specialists in the author's field. Specialized or technical details are welcome, but should be explained where possible.

The text of reviews should not exceed 1000 words, excluding references, title, and abstract. References should generally be kept to no more than ten items, but exceptions are possible where it is necessary to refer to extensive previous work.

Reports should include a narrative abstract of no more than 50 words. Abstracts should describe the central research questions being addressed as well as main research methods and results to date. Please keep abbreviations to a minimum and do not include references within the abstract.

Format should follow the general guidelines discussed in section 1 above. References may be formatted in either Author-Date or Note-Bibliography style; see sections 2.1 and 2.2 above for details.

## **5. Special themes**

On occasion *NU Ideas* seeks academic papers related to special themes. Such work should be formatted according to the general specifications in section 1 above, as well as the specifications of the genre of academic writing most appropriate to the theme – generally academic research papers, except where the theme relates to reviews or progress reports. Consult the *NU Ideas* web site for upcoming themes.